

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**BIOSCIENCES CENTRAL RESEARCH FACILITY**

Microscope Usage Policy (HKUST Users)

Systems:

- a. Live imaging scanning confocal microscope (LSM 710 Duo: 710 + Live)
  - b. Stimulated emission depletion super resolution confocal laser scanning microscope (STED)
  - c. Total internal reflection fluorescence microscope (TIRFM)
  - d. Atomic force laser scanning confocal microscope (AFM)
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1. Faculty, staffs and students who wish to use the microscope should contact the teaching associate of BioCRF, Crystal Lai (phone: 2385-5864, email: [bcrflai@ust.hk](mailto:bcrflai@ust.hk)) to schedule a training session. Each individual user must receive instruction in its use and care before using the microscope, regardless of whether there are already other users in the same laboratory or prior experience with similar microscope.
  2. Users should book the training session at least 7 days before the date of training by emailing at [bcrflai@ust.hk](mailto:bcrflai@ust.hk).
  3. The microscope is available to trained, eligible users on an equal basis during regular business hours (8:45am to 5:30pm). Users are expected to pass the assessment test on the system operation in order to handle the system by themselves.
  4. Online booking for both the microscope systems and the offline computer workstations are now available at BioCRF webpage <http://biocrf.ust.hk/BioCRF/Home.html>. New users who do not have an online booking account should fill in the application form by downloading at [http://biocrf.ust.hk/BioCRF/Charges\\_Forms.html](http://biocrf.ust.hk/BioCRF/Charges_Forms.html) and return to Room 6127.
  5. Reservations are guaranteed to a user for a period of 30 minutes after the beginning of the time reserved. After 30 minutes, the microscope, if not in use, become available to any other user.
  6. User may only sign up for time on the microscope using his/her own name. Under no circumstances may a user sign up for time using another person's name.
  7. Users who have reserved time on the microscope are responsible for reporting for their schedule session.
    - a. First time no-shows will be billed at the full rate and received a warning.
    - b. Repeat no-shows will lose their microscope privileges.
  8. Users are responsible for ensuring the microscope is shut down properly. If the microscope is not scheduled to be used again for at least 30 minutes following a session, all components of the microscope should be shut down according to the proper shut down procedure.
    - a. If the microscope is not shut down properly and any component of the microscope (i.e. lasers, computer or florescence lamp) is left on for an extended period of time, users will be charged for this time at the regular rate.

- b. On any subsequent offenses, users will be subjected to further penalties (potentially including permanent loss of access to the microscope facilities).
9. Users are responsible for ensuring the microscopes and surrounding area are kept clean and organized. Microscope objective lenses should be handled with care and cleaned after each use with provided lens paper and ethanol. No food or drink is permitted in the microscope rooms.
10. Access to the BioCRF Microscope Systems, located in Room 6250 (Lift 22 & 19), is controlled with a card lock that grants access by reading the barcode of a university identification card. The main door at Room 6250 allows entry at any time of the day it should not be left open for any reason. The entries into the microscope systems are limited to regular business hours (8:45am to 5:30pm). Anyone requiring entry into this area should contact BioCRF staffs (Room 6127) for access. Users are responsible for the activities of anyone they provide with access to the facilities.
11. Data files should be saved on DVD. NO PORTAL STORAGE DEVICES ARE ALLOWED!!
12. Data cleanup is scheduled on every 7<sup>th</sup> and 22<sup>nd</sup> of the months (if 7<sup>th</sup> or 22<sup>nd</sup> is holiday, data cleanup will be postponed to next working day). All data saved during last month will be deleted on 7<sup>th</sup> and all data saved from 1<sup>st</sup> to 15<sup>th</sup> will be deleted on 22<sup>nd</sup>. Therefore, we recommend all users backup their data right after finishing experiment.
13. Failure to follow training and standard procedure will be subjected to penalty at the discretion of BioCRF. In general, users will be expected to cover the expenses incurred by any misuse of the microscope. However, if mistakes are made in good faith and reported promptly, these will be considered as mitigating factor.

7 Sep 2010

*All rules and regulations will be revised regularly.*

